

# New Business Checklist

- ✓ **ZONING ORDINANCES:** Zoning ordinances should be checked to ensure that the proposed business location is appropriately zoned for the business being considered. For home-based businesses, inquiries should also be made to determine if a home occupation permit is required.

## Zoning Offices

### **Clark County**

500 S. Grand Central Parkway, 1<sup>st</sup> Floor  
Las Vegas, NV 89101  
(702) 455-4314

### **City of Las Vegas**

731 S. 4<sup>th</sup> Street  
Las Vegas, NV 89101  
(702) 229-6301

### **City of North Las Vegas**

2266 Civic Center Drive  
North Las Vegas, NV 89030  
(702) 633-1534

### **City of Henderson**

240 Water Street  
Henderson, NV 89015  
(702) 267-1500

### **City of Boulder City**

401 California Street  
Boulder City, NV 89006  
(702) 293-9282

### **City of Mesquite**

10 East Mesquite Boulevard  
Mesquite, NV 89027  
(702) 346-2835

- ✓ **FICTITIOUS NAME CERTIFICATION:** Any business that plans to use a name other than its legal or corporate name is required to file a fictitious name certificate. By checking with the County Clerk's office, a business can determine the availability of a desired fictitious name. The fictitious name application form must be notarized prior to submitting the original and two copies to the County Clerk's office for certification.

### **Clark County Clerk**

500 S. Grand Central Parkway, 6<sup>th</sup> Floor  
Las Vegas, NV 89101  
(702) 455-4431

- ✓ **NEVADA BUSINESS REGISTRATION:** All new businesses are required to register with the Department of Taxation. The Department provides information related to State business licensing, sales tax or use tax permits, consumer's permits, or certificates of authority. The Department will either issue the applicable permit and/or license needed to provide the clearance necessary for local business license purposes.

### **Nevada Department of Taxation**

555 E. Washington Ave., Suite 1300  
Las Vegas, NV 89101  
(702) 486-2300

- ✓ **BUSINESS LICENSES:** A business license is required to operate a business in nearly all cities, most counties, and many other locations. It is best to contact the appropriate local business license office beforehand to determine which requirements must be met. A new business may also be required to obtain additional permits from the Health, Police, Fire or Building Departments. Inquire with the licensing agency for more information.

### **Clark County Business License Department**

500 S. Grand Central Parkway, 3<sup>rd</sup> Floor  
Las Vegas, NV 89155  
(702) 455-4252

### **City of Las Vegas Business Services Division**

400 Stewart Avenue, 3<sup>rd</sup> Floor  
Las Vegas, NV 89101  
(702) 229-6281

### **City of North Las Vegas**

2266 Civic Center Drive  
North Las Vegas, NV 89030  
(702) 633-1521

### **City of Henderson**

240 Water Street, Room 108  
Henderson, NV 89015  
(702) 267-1730

### **City of Boulder City**

401 California Street  
Boulder City, NV 89005  
(702) 293-9219

### **City of Mesquite**

10 East Mesquite Boulevard  
Mesquite, NV 89027  
(702) 346-5295

- ✓ **SPECIAL PERMITS:** A new business may be required to obtain additional permits from the appropriate Health, Police, Fire or Building Departments. Inquire with the licensing agency for more information.

- ✓ **ASSESSOR'S OFFICE:** Nevada tax laws require all persons, firms, or businesses owning, renting, leasing or controlling business personal property to file a list of that property annually with the Assessor of the county in which the property is located. Call or visit the Assessor's Office and a declaration will be generated and mailed.

**Clark County Assessor's Office**  
500 S. Grand Central Parkway, 2<sup>nd</sup> Floor  
Las Vegas, NV 89101  
(702) 455-4997/455-3882

- ✓ **EMPLOYER IDENTIFICATION NUMBER (EIN):** Every partnership or corporation must have an EIN to use as its taxpayer number. Sole proprietors must also have an EIN if wages are paid to one or more employees or if excise tax returns must be filed.

To reserve an EIN, contact (801) 620-7645 or you may fax a completed SS-4 Form to (801) 620-7115. For additional tax information, contact (800) 829-1040.

**Internal Revenue Service**  
4750 West Oakey Boulevard  
Las Vegas, NV 89102

- ✓ **CORPORATIONS:** Businesses interested in incorporating as well as non-Nevada corporations seeking permission to do business in Nevada, should contact the Secretary of State's Office.

**Secretary of State**  
555 E. Washington Avenue, Suite 4000  
Las Vegas, NV 89101  
(702) 486-2880

- ✓ **LIQUOR & GAMING LICENSES:** To obtain a liquor and/or gaming license, a business license from the appropriate city and/or county must be obtained first. In addition to the agencies listed below, refer to the section on business licenses for the appropriate business license department.

Clark County Liquor & Gaming (702) 455-4125  
**City of Las Vegas (702) 229-6281**  
City of North Las Vegas (702) 633-1520  
City of Henderson (702) 267-1730  
City of Boulder City of Las Vegas (702) 293-9219

State of Nevada Gaming Control Board  
555 E. Washington Ave., Suite 2600  
Las Vegas, NV 89101  
(702) 486-2000

**IF YOU HAVE EMPLOYEES, THE FOLLOWING  
ADDITIONAL APPLICATIONS MUST BE MADE:**

- ✓ **EMPLOYER'S INSURANCE COMPANY OF NEVADA:** This is Nevada's worker's compensation program. Employer paid premiums are charged according to classification of how hazardous the job. Coverage must be obtained PRIOR to hiring employees.

**Employer's Insurance Company of Nevada**  
2550 Paseo Verde Parkway  
Henderson, NV 89074  
(702) 671-7000

- ✓ **EMPLOYMENT SECURITY DEPARTMENT:** This is Nevada's unemployment insurance administrator. The business is assigned an experience rating based on the amount of unemployment claims that have been filed. The Nevada Business Registration Form should be filed prior to hiring employees.

**Employment Security Department**  
3405 S. Maryland Parkway  
Las Vegas, NV 89109  
(702) 486-8222

- ✓ **IMMIGRATION SERVICE:** Every employer is required, within 72 hours of hiring a new employee, to obtain a completed, signed, witnessed and dated I-9 Form from the employee.

**Immigration & Naturalization Service**  
3373 Pepper Lane  
Las Vegas, NV 89120  
(702) 388-6908  
(To Request Forms: (800) 870-FORM)

- ✓ **IRS W-4 FORM:** The law requires every employee hired to complete a W-4 Form so that the employer can withhold the proper amount of income tax from each paycheck. Any change in the employee's tax status requires a new form. A copy should be sent to the IRS if the employee claims more than 10 allowances or claims "exempt" status and earns more than \$200 per week.

**Internal Revenue Service**  
4750 West Oakey Boulevard  
Las Vegas, NV 89102  
(800) 829-1040

- ✓ **STATE LABOR LAWS:** All employers must comply with Nevada's labor statutes. A sign explaining these laws must be posted at the place of business. These signs are available upon request from the State Labor Commission.

**State Labor Commission**  
555 E. Washington Avenue, Suite 4100  
Las Vegas, NV 89101  
(702) 486-2650